

### ICP Forms Processing Chart

Form Name & Number	Originals to	Copies to	Signatures	Required form?	Deadline
<a href="#">Participant Agreement</a>	CM	Part. and (Rep)	Part.	Yes	Before ICP start date
<a href="#">Representative Agreement</a>	CM	Rep.	Rep.	Yes	Before ICP start date
<a href="#">Statement of Understanding</a>	CM	Part. and Rep	Part. and Prov.	No but recomm.	Before ICP start date
<a href="#">Notice of Eligibility &amp; Responsibility/541</a>	Part.	CM & CO	NA	Yes	During the week of start date
<a href="#">Independent Choices Benefit Calculation/546ic</a>	CM	Part. & CO	NA	Yes	During the week of start date
<a href="#">Independent Choices Program Employee Provider(s) Information/548</a>	CM	CO	Part. and Prov.	Yes	During the week of start date
<a href="#">Workers' Compensation Consent &amp; Agreement/353</a>	CM	Part. & CO	Part. and Prov.	Yes	During the week of start date
<a href="#">Direct Deposit Request/7262i, Voided Check</a>	CO	CM	Part. and (Rep)	Yes	During the week of start date
<a href="#">Service Budget Worksheet</a>	Part.	CM	Part./Rep. and CM	Yes (or develop their own)	Every month, CM review every 6 months
<a href="#">Six Month Service Budget Review Checklist</a>	CM	NA	NA	Yes	Every 6 months from start date
<a href="#">Client Choice of Service Options/914</a>	CM	NA	Part./Rep.	Yes and No	When client moves/to from NF

Part=Participant  
 Rep=Representative  
 CM=Case Manager  
 CO=Central Office-ICP coordinator  
 Prov=Employee Provider

**APD**

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